



## WTF PUBLIC PROPERTY PERMIT APPLICATION CHECKLIST

Wireless Telecommunications Facilities ■ Part 2

**(20 sets are required.)**

Plan dimensions: minimum 11" x 17", maximum 24" x 36" and must be folded to 8.5" x 11". All "■" items are **REQUIRED**. Please check box before additional item(s) if included with submittal.

| STAFF                    | REQUIREMENTS  |
|--------------------------|---|
| <input type="checkbox"/> | ■ Project Location, Legal Description and Assessor's Parcel Number  |
| <input type="checkbox"/> | ■ Property Owner's Name and Address   |
| <input type="checkbox"/> | ■ Name of Person or Firm who prepared the plans and date of preparation   |
| <input type="checkbox"/> | ■ Vicinity Map and North Arrow  |
| <input type="checkbox"/> | ■ Boundaries of subject property with dimension   |
| <input type="checkbox"/> | ■ Show all existing and proposed buildings and structures. Include dimensions and label land use and square footage for each building activity area.  |
| <input type="checkbox"/> | ■ Show distance between buildings and/or structures   |
| <input type="checkbox"/> | ■ Show any existing or proposed WTF sites on the same site  |
| <input type="checkbox"/> | ■ Existing and proposed walls, fences, etc., indicating height, design and materials  |
| <input type="checkbox"/> | ■ Parking layout, pedestrian walks, loading and trash areas   |
| <input type="checkbox"/> | ■ Location of all existing trees or manmade features which are to remain or to be removed   |
| <input type="checkbox"/> | ■ Concept landscape indicating green areas, parking, screening walls, etc.  |
| <input type="checkbox"/> | ■ Locations, type, and size of all existing and proposed underground utilities. The facilities to be shown include, but are to limited to, electric transformer boxes, fuse boxes, telephone boxes, post indicator valves and fire department connectors (standpipes), etc. |
| <input type="checkbox"/> | ■ Lot Coverage and Floor Area Ratio (FAR) for all buildings on-site   |
| <input type="checkbox"/> | ■ Driveway widths and locations   |
| <input type="checkbox"/> | ■ Adjacent streets, alleys and properties - including distance to adjacent structures on surrounding properties.  |
| <input type="checkbox"/> | ■ Scale no less than 1"=30'   |
| <input type="checkbox"/> | <input type="checkbox"/> Existing topography and proposed grading showing all slopes  |

**(20 sets are required.)**

Plans must not be on sheets larger than 24" x 36" and must be folded to 8.5" x 11".

| STAFF                    | REQUIREMENTS   |
|--------------------------|--|
| <input type="checkbox"/> | ■ Floor plans with square footage included   |
| <input type="checkbox"/> | ■ Elevation drawings for all buildings, structures, walls and/or fences and exterior lights, both existing and proposed. |
| <input type="checkbox"/> | ■ Include a scale on all floor plans and building elevations   |

### Documents and Additional Plans

The following items must be provided at the time of application.

| STAFF                    | REQUIREMENTS  |
|--------------------------|---|
| <input type="checkbox"/> | ■ WTF Public Property Permit Application Form   |
| <input type="checkbox"/> | ■ Completed "Project Description and Justification" Sheet (Appendix A)  |
| <input type="checkbox"/> | ■ Disclosure Statement (Appendix B)   |
| <input type="checkbox"/> | ■ Site Photographs-Provide 35 mm photographs clearly showing views of and from the project site, including adjacent structures and significant neighboring developments. Photographs should be mounted on an 8.5" x 11" board (maximum size) and labeled or provided as a JPEG image file.  |
| <input type="checkbox"/> | ■ Photo Simulations of proposed facility. Simulation must show how the facility is expected to look from adjacent properties and nearest public right-of-way. Projects scheduled for public hearing will require a JPEG image file of each photo simulation.  |
| <input type="checkbox"/> | ■ Reduced Plans. In addition to the required plans for review, one 8.5" x 11" reduction of site plans and elevations is required or a JPEG image file can be substituted.   |
| <input type="checkbox"/> | ■ Description of the location, type, capacity, field strength or power density, and calculated geographic service area of the proposed antenna or antenna array. (In instances of applications that generate public controversy, the City retains the right to retain experts, at the Applicant's expense, to review and assess the technical data.)                  |
| <input type="checkbox"/> | ■ Documentation that the applicant/permittee has obtained and is in compliance with all applicable licenses, permits or authorizations required by the Federal Communications Commission.   |
| <input type="checkbox"/> | ■ Location of all existing, proposed and anticipated wireless communications facilities in the Applicant/Permittee's network located in the City, or within one half mile of the City's corporate limit in any direction  |
| <input type="checkbox"/> | ■ Documentation of how the proposed facility fits into and is a necessary part of, the Applicant/Permittee's network. A coverage plot, showing gap to be filled by this facility, is preferred.   |
| <input type="checkbox"/> | <input type="checkbox"/> Development Processing Agreement (Appendix C)  |
| <input type="checkbox"/> | <input type="checkbox"/> Proof of approved Master License Agreement with City   |
| <input type="checkbox"/> | <input type="checkbox"/> If the proposal does not include co-location, written documentation of all efforts made to co-locate at another site, and a justification for the decision not to co-locate  |
| <input type="checkbox"/> | <input type="checkbox"/> In the instance where a facility is proposed within 100 feet of elementary schools, middle schools, child day care centers, hospitals and residential dwellings, the Applicant/Permittee shall submit a narrative description of alternative sites considered, if any, and include specific reasons these alternative sites were not chosen. |